

## **CHAPTER 5 IRP SUPPLEMENT APPLICATIONS**

### **5.000 When to Submit an IRP Supplement Application**

A supplemental application is required for the following transactions:

- Name Change
- Cab Card Corrections (address changes/other corrections)
- Add Vehicle or Add Vehicle with Replacement Credit
- Delete Vehicle
- Add Jurisdiction or Change Carrier Type/Commodity Class
- Weight Group Change
  - \* Increase
  - \* Decrease
- Replacement Credentials
  - \* Replace Cab Card
  - \* Substitute Plate/Plate Year Sticker
  - \* Replace Weight Decal/Year Sticker
  - \* Replace Year Sticker (only)
- Amended Vehicle
- Fleet to Fleet
- Change of Registration Service Agent Authority

Samples of the Schedules A/B and C are in Chapter 13, "IRP Forms and Documents." Follow the instructions to complete the forms properly.

### **5.005 Applications Submitted after November 1**

Supplements for any type of fleet changes (vehicle additions, weight changes, or additional jurisdictions) submitted November 1 and later, for which no subsequent registration year fees are paid for the affected vehicles, will only be issued temporary operating authority expiring December 31.

Vehicles that are added to a fleet after the IRP renewal documents for the next year have been issued and mailed, must be registered in the subsequent registration year on the Renewal Fourth Quarter Vehicle Addition Page or a separate supplemental application Schedule C with renewal fees paid by midnight December 31.

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### 5.010 Name Change

If a fleet registrant name is changed during the current registration year or at the time of filing a renewal application, the department's records must be corrected to reflect the change.

Changes are reported by filing a Schedule A/B (Reg. 2117 IRP) and a Statement of Facts (Reg 256M). Mark the appropriate space provided at the top left of Schedule A/B (Reg. 2117 IRP) to indicate the application is for carrier information changes.

These forms are available on the DMV website at [dmv.ca.gov](http://dmv.ca.gov).

### 5.015 Cab Card Corrections

The owner of an apportioned fleet must notify the department within 10 days (CVC Section 4159) of any business and/or mailing address changes or corrections. Notification must be made in writing on a Schedule A/B (Reg. 2117 IRP). Mark the appropriate space provided at the top left of Schedule A/B to indicate the application is for carrier information changes. New cab cards will not be issued for address changes. Line through the incorrect address information shown on each cab card and print the correct information. A change to the business address will require submission of basing documents as described in Chapter 4, Section 4.015.

If owner submits a Supplement Application for a VIN correction, a form of VIN verification must be submitted as described in Chapter 4, Section 4.035. A \$2 fee will be required for issuance of a new cab card.

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### **5.020 Add Vehicle or Add Vehicle with Replacement Credit**

A Schedule C (Reg. 2118 IRP) form is required to add and/or delete vehicles from an existing California based IRP fleet. A sample of the Schedule C form is included in Chapter 13 IRP Forms. Follow the instructions to complete the form properly.

California allows the unused full month weight fees (excluding the \$122 CVRA fee) for a vehicle deleted from a fleet to be credited to a vehicle concurrently added to the same fleet.

Example: If vehicle was added and deleted in June, replacement credit will be given for unused weight fees for the months of July-December. The vehicle must be deleted and added at the same time to receive replacement credit. Refer to Chapter 7 Section 7.105, for "Weight Fee Replacement Credits" (adds/deletes).

Proof of payment or exemption of FHVUT as described in Chapter 4, Section 4.025 and Vehicle Identification Number verification as described in Chapter 4, Section 4.035 are required for vehicle additions.

If the registrant is a motor carrier lessee fleet registering vehicle(s) under a lease agreement with one or more owner-operators, a copy of the lease agreement is required to be submitted for each leased vehicle registered in the fleet. Refer to Chapter 4, Section 4.040.

Vehicle addition applications are subject to the DMV verification of preexisting law enforcement violations and restrictions as described in Chapter 4, Section 4.055 and IRP lien perfections as described in Section 4.060.

### **5.025 Delete Vehicle**

A Schedule C (Reg. 2118 IRP) form is required to delete vehicles from an existing California based IRP fleet. A sample of the Schedule C form is included in Chapter 13 IRP Forms.

List deleted vehicle(s) on the supplement application Schedule C. License plates and cab cards must be surrendered at the time vehicle is deleted from the fleet. If carrier does not surrender plates and cab cards, the vehicle will not be deleted and will be included in the renewal listing.

Unused California fees under the IRP Program cannot be refunded when a vehicle is deleted from a fleet. Carriers must apply directly to and satisfy each jurisdiction's requirement(s) for refund of fees.

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### 5.030 Add Jurisdiction and/or Change Carrier Type/Commodity Class Add Jurisdiction

A registrant may, after filing a New Carrier/New Fleet or renewal IRP application for the current registration year, expand the operation into or through one or more IRP jurisdictions in which the fleet was not previously qualified for operation in the current year. Refer to Chapter 3, Section 3.030 for distance reporting requirements for jurisdiction (state) addition applications.

#### Forms Required

- A photocopy of the distance Schedule A/B filed with the original or renewal application modified to display the estimated distance amounts shown on the “California Estimated Distance Chart” in Chapter 3, Section 3.020 for the jurisdictions being added. **or**
- Carrier provides estimated mileages with justification or actual mileage.
- Schedule C (Reg. 2118 IRP) Supplemental Application.

#### Preparation of Distance Schedule

Submit a photocopy of the distance Schedule A/B (Reg. 2117 IRP) or Renewal Schedule B that was filed with the original or renewal application. Do not alter any distance information that was originally reported on the distance schedule.

On the copy of the Schedule B, enter the estimated distance amounts shown on the “California Estimated Distance Chart” in Chapter 3, Section 3.020 for the jurisdictions being added.

Enter the letter E in the column for those added jurisdictions in which an estimate is shown. Line through the original total distance and show the new total distance in the appropriate spaces.

#### Preparation of Schedule C

The Schedule C must be completed to indicate the requested operational weight of the fleet vehicles in the added jurisdiction(s). If all vehicles will be qualified at the same identical weight, complete only the top portion of the form up to and including the “Declared Jurisdictional Weights” section. If the operational weight(s) for the added jurisdiction(s) will not be identical for all fleet vehicles, the vehicles must be listed and their weights shown on the reverse side.

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### 5.025 (Cont'd)

#### Add Jurisdiction and/or Change Carrier Type/Commodity Class

##### Payment Options:

- The total apportioned amount of fees due for all of the added jurisdictions as computed by the applicant or their authorized agent plus \$2 per vehicle cab card fee and \$2 application fee

**OR**

- \$50 per application add plus \$2 per vehicle cab card fee and \$2 application fee

##### Billing

The department will compute the new distance factor, assess fees for the added jurisdiction(s) and bill the carrier on a billing invoice.

Any additional fees shown on the billing must be paid within 20 days from the date shown of the billing notice. Cab cards indicating qualification in the added jurisdiction(s) will not be issued until all fees, as computed by the department, ***are paid in full.***

Refer to Chapter 7, Section 7.010 for policies on payments of billing balances due and subsequent temporary registration issuance.

##### Permit Option

Registrants may elect to operate in the added jurisdiction(s) under permits in lieu of apportioned registration. Contact each jurisdictional authority office for information about their permits. Addresses and telephone numbers for all foreign IRP jurisdictions are available at the IRP, Inc. website link at [irponline.org](http://irponline.org).

##### Change of Carrier type/Commodity Class (only)

A Schedule A/B (Reg 2117 IRP) must be completed and submitted to the department when there are any changes to the carrier's type/commodity class.

Mark an "X" in the selected area under "Type of Operations" for any changes to the type/commodity class on the application. A \$2 fee will be required for issuance of a new cab card.

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### 5.035 Weight Group Changes

#### Vehicle Weight Increase Applications

If one or more vehicles within the fleet require operation at a greater weight than originally reported for one or more IRP jurisdictions, the registrant must file a weight increase application. Fees for each affected jurisdiction will be assessed based on the difference between the originally reported weight and the increased weight desired. Weight decals will be required for any weight increase (Refer to Chapter 3, Section 3.045) when the weight change exceeds the current weight range category and is from 10,001 – 80,000 lbs.

A Schedule C form completed listing the vehicle(s) that require modification and indicating the new operational weight is required.

#### Payment Options:

- The total actual apportioned amount of fees due for all qualified jurisdictions in which the weight is increased, \$3 for new weight decals/year sticker plus \$2 per vehicle cab card fee and \$2 application fee

**or**

- \$10 per vehicle , \$3 weight decals/sticker and \$2 per vehicle cab card fee and \$2 application fee

#### Billing

The department will compute the additional jurisdiction weight fee amounts due and assess fees accordingly. Fees must be paid within 20 days from the date shown on the billing notice. Cab cards and weight decals/year stickers indicating the increased operational weight will not be issued until the total fees due, as computed by the department, **are paid in full.**

Refer to Chapter 7, Section 7.010 for policies on payments of billing balances due and subsequent temporary registration issuance.

## **CHAPTER 5 IRP SUPPLEMENT APPLICATIONS**

### **5.035 (con't) Weight Group Change**

#### **Vehicle Weight Decrease Applications**

Customers may request a vehicle weight decrease by submitting a Schedule C (Reg. 2118 IRP) listing the vehicle and completed showing the new operational weight value in the “Declared Jurisdictional Weights” spaces.

Fees paid for the higher weight classification in California or any other IRP jurisdiction will not be refunded and the customer may not use the vehicle’s original qualifying higher weight classification if the vehicle is subsequently deleted and used as weight replacement credit toward another vehicle added to the fleet.

Weight decreases which result in the vehicle changing from the gross vehicle weight category to an unladen weight fee category with a higher rate of weight fee, will be assessed the difference between the higher and lower weight fees for the remainder of calendar registration year. The \$122 CVRA fee originally collected will not be refunded.

A \$2 cab card fee, \$2 application fee, and \$3 weight decal fee (if weight range is from 10,001 – 80,000 lbs) will be required in addition to any other California weight fees due

### **5.040 Replacement Credentials**

#### **(Cab Card, Substitute Plate/Year Sticker, Weight Decals/Year Stickers, or Year Sticker [only])**

A completed supplement application, Schedule C (Reg. 2118 IRP), is required to replace lost, stolen, or mutilated license plates, stickers, weight decals, weight decal year stickers, or cab cards. Mark the box or boxes in the “Replacement Credentials” section at the top of the form to indicate the type of replacement credentials needed. In the case of replacement license plates, any remaining license plates and the cab card must be surrendered with the application.

Replacement license plates can only be issued in field offices if the application is presented in person by the IRP registrant, an employee of the IRP registrant, or an employee of the IRP registrant’s authorized registration service agent. The person submitting the application must present his/her California driver’s license to the field office employee for verification. If the application is submitted by an employee of an authorized registration service, the application must contain the agent’s occupational license number and expiration date.

See Chapter 7 for the fees required for the various types of replacement credentials.

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### **5.045 Amended Vehicle**

A completed supplement application, Schedule C (Reg. 2118 IRP), is required for any corrections for vehicle information which may result fees due to the change. The amended vehicle could include changes in the year model, vehicle body style, number of axles, combined axles, unladen weight, purchase price, factory price or purchase date. A \$2 fee for issuance of a new cab card and a \$2 application fee will be required.

### **5.050 Fleet to Fleet**

A completed supplement application, Schedule C (Reg. 2118 IRP), is required for any vehicles being transferred from fleet to fleet with the same account number. Carrier may retain the same plates for this transaction.

Fees will be due when adding a vehicle from fleet to fleet. California does not provide credit when processing a fleet to fleet supplement transaction.

### **5.55 Change of Registration Service Agent Authority**

IRP registrants must notify the IRP Operations Section in Sacramento immediately whenever there is a change to the applicant's authorization for representation for IRP registration purposes by a registration service agent. Registration Services must notify the IRP Operations Section when they no longer represent an IRP registrant. Refer to the IRP Handbook, Section 1.020 for specific requirements.